

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

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Job Posting

Job Title: Peacemaking Coordinator
Department: Tribal Court
Reports To: Court Administrator
FLSA: Exempt
Salary: \$31,475-\$42,584
Level: 4
Open Date: 11-17-06
Closing Date: 12-8-06

SUMMARY

The Peacemaking Coordinator will oversee the day-to-day operation of Peacemaking and coordinate Peacemaking based upon the culture and traditions of the LTBB tribal community, under the direction of the Chief Judge and Court Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Schedule and coordinate Peacemaking.
- Develop and implement procedure related to Peacemaking.
- Conduct intake and interviews with the participants of Peacemaking.
- Recruit, select, assign, support and train facilitators.
- Function as the administrative facilitator of Peacemaking.
- Maintain records and process all paperwork involving Peacemaking.
- Coordinate meetings and reports for the Chief and Associate Judge.
- Assist families and youth in need of Peacemaking to resolve conflict, both inner conflict and personal conflict throughout the community.
- Provide support and education to the Peacemaking Advisory Committee.
 - Coordinate meetings.
 - Prepare agendas and notices.
 - Record Advisory meeting minutes.
- Assist in strategic and long-term planning of Peacemaking.
- Develop operating and implementation procedures.
- Prepare draft policies, procedures and standard forms.
- Manage any grants obtained for Peacemaking under the guidance of the Court Administrator.
- Consult with other traditional individuals and elders to discuss common traditions to help the community.
- Consult with and educate the LTBB community about Peacemaking.

SPECIAL REQUIREMENTS

- Be a visible and positive role model in the community.

- Must be able to set aside personal considerations and render objective findings and resolutions in often complex human circumstances.
- This position requires a self starter, highly motivated individual with a strong work ethic, who is able to accomplish goals with very little supervision.
- Be on-call evenings and weekends for emergency calls. Must be willing to work a flexible schedule to accommodate some Peacemaking on weekends and evenings.
- Strong administrative skills, including computer and word processing skills
- Must communicate well, both orally and in writing.
- Must be familiar with and involved with Odawa culture and traditions.
- Ability to maintain an impartial attitude, confidentiality, the highest standards of behavior, and the impartiality of the Judiciary.
- General knowledge of court systems and processes.
- Specific knowledge of mediation principles and practices.
- Ability to conduct meetings and conferences.
- Ability to maintain favorable public relations.
- Possession of a valid driver's license and the availability of an automobile for business. Must be able to pass a background check.
- Ability to analyze situations and apply logical and rational thinking to make a decision or choose a course of action drawing on previous experience and skill as the basis for decision-making.
- Sensitivity to the needs of others, keeping open to individuals needs, situation and specific background or culture.

DEVELOPMENTAL RESPONSIBILITIES

- Develop additional non-adversarial processes (i.e., civil disputes and adult criminal disputes).
- Develop database for case management and program evaluation.

EDUCATION and/or EXPERIENCE

High School diploma and/or GED desired. Experience and knowledge working with Tribal communities, elders, youth and participating in traditional cultural activities is highly preferred. Must have excellent computer skills, including data entry and word processing.

COMMENTS

Native American Preference will apply.